

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-406

For: States and County Offices

**Instructions for Recording Potato Diversion Program (PDP)
Applications in APSS Using Software in County Release No. 463**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

To provide financial assistance to producers of 2000-crop fresh russet potatoes by diverting them from normal channels of trade and commerce, the Secretary of Agriculture, according to the authority conferred by Section 32 of the Act of August 24, 1935, as amended (7 U.S.C. 612c) (Section 32), will make payments to producers who divert fresh russet potatoes that were produced during the 2000-crop year. County Release No. 463 provides software for recording PDP applications in APSS at the County Office.

B

Purpose

This notice provides APSS instructions for PDP for:

- recording, modifying, and deleting PDP application data before upload to KC-ITSDO
- printing "stored" PDP application summary reports at the County Office level.

Continued on the next page

Disposal Date

December 1, 2001

Distribution

State Offices; State Offices relay to County Offices.

2 Basic PDP Information

A

Basic Facts

The following is basic PDP information:

- crop year is “00” and program code is “00PDP”
- types of diversion are:
 - charitable institutions
 - livestock feed
 - ethanol production
 - nonmarketable and disposed of
- diversion period was **April 13, 2001** through **June 12, 2001**
- signup period was **June 13, 2001** through **July 13, 2001**
- applications shall be by “producer”
- production is for the 2000 crop and shall be recorded in **hundredweight** (cwt.)
- application data will be entered in APSS at the County Offices then uploaded to the KCC-based mainframe for a **factored quantity** in cwt.
- production will be entered in APSS in cwt.

Continued on the next page

2 Basic PDP Information (Continued)

A

Basic Facts (Continued)

- payment rate is **\$1.00** per cwt. for all types of diversion
 - price support payment limitation does **not** apply
 - **payment calculations** shall be based on a “factored” cwt. production limit **only** if total quantity uploaded exceeds total funds available
 - payments can be according to 1-FI
 - payments **are** subject to **assignment** and **setoff**.
-

B

Program Codes

Automated program code for:

- charitable institutions is “**00PDP**”
 - livestock feed is “**00PDP**”
 - ethanol production is “**00PDP**”
 - nonmarketable and disposed of is “**00PDP**”.
-

Continued on the next page

Notice PS-406

2 Basic PDP Information (Continued)

C

APSS Processing PDP application data:

- shall be entered, modified, or deleted in APSS by the County Offices, and then “system-stored” at the County Office level until triggered for upload
- will be uploaded to KC-ITSDO by a “trigger mechanism” that will be broadcast to County Offices as determined by PSD and KC-ITSDO
- **cannot** be entered, modified, or deleted after data is uploaded to KC-ITSDO, except as provided below.

Important: After nationwide PDP data has been uploaded to KC-ITSDO, but before determining the national factor:

- failed transmissions will be corrected
 - KC-ITSDO will perform unanticipated file corrections
 - PSD may authorize late data entries or deletions.
-

3 Getting Started

A

Accessing PDP Processing Menu County Offices shall access PDP Processing Menu PYA000 according to the following table.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER “13”, “Price Support”• PRESS “Enter”.	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">• ENTER “10”, “Perform Special Functions”• PRESS “Enter”.	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none">• ENTER “8”, “Perform Potato Diversion Program (PDP) Processing Functions”• PRESS “Enter”.	PDP Processing Menu PYA000 will be displayed.

Continued on the next page

3 Getting Started (Continued)

A Accessing PDP Processing Menu (Continued)

The following is an example of PDP Menu PYA000.

COMMAND	PYA000	C5
POTATO DIVERSION PROGRAM - PROCESSING MENU		

1. Entering and Storing PDP Application Data 2. Delete a PDP Application Before Upload *3. Issuing PDP Payments *4. Canceling PDP Payables *5. Processing PDP Corrections 6. Print Stored PDP Application Summary *7. Print Stored PDP Payment Statement Data *8. Issue Canceled/Failed PDP Payments *9. Flag Refused PDP Payments 21. Return To Application Selection Menu 22. Return to Office Selection Menu 23. Return to Primary Selection Menu 24. Sign Off Enter option and press the "Enter" key Cmd3=Previous Menu		

Installing County Release No. 463 activates the following options:

- "1", "Entering and Storing PDP Application Data", according to paragraph 4 and 5
- "2", "Delete a PDP Application Before Upload", according to paragraph 6
- "6", "Print Stored PDP Application Summary", according to paragraph 7.

Future software releases will activate the following options:

- "3", "Issuing PDP Payments"
- "4", "Canceling PDP Payables"
- "5", "Processing PDP Corrections"
- "7", "Print Stored PDP Payment Statement Data"
- "8", "Issue Canceled/Failed PDP Payments"
- "9", "Flag Refused PDP Payments".

4 Entering and Storing PDP Program Application Data

A

Entering Initial PDP Program Application Data

To enter initial PDP application data, on PDP Processing Menu PYA000, ENTER “1”, “Entering and Storing PDP Application Data”, and PRESS “Enter”. Screen PYA03500 will be displayed and identify the **contact** producer for whom **initial** PDP data will be entered.

The following is an example of Screen PYA03500.

077-MARTINDALE		PYA03500
POTATO DIVERSION PROGRAM	Version: AA02 06/02/01 15:03 Term Y3	

Enter Contact Producer's Last Name	SMITH	or
Contact Producer's ID (Numeric)		and (Optional) Type (S, I, E or T) ..
Crop Year 2000	PDP Number NEW or (N)ew	
Press “Enter” To Continue Cmd3=Previous Menu Cmd7=End of Job		

On Screen PYA03500 the:

- crop year “**2000**” is system-displayed and cannot be changed
- system defaults to “New” in PDP number field for initial application recordings, but allows for a number entry to re-access an application, as applicable
- system assigns the PDP application number for initial recordings, but also allows for entry of a number according to paragraph 5
- users are allowed to enter ID entity types according to subparagraph 2 C.

After all entries have been completed on Screen PYA03500, PRESS “Enter”. Screen PYA03010 will be displayed.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

B Producer Verification

The following is an example of Screen PYA03010 that system-displays the **contact** producer information for verification.

077-MARTINDALE		PYA03010
POTATO DIVERSION PROGRAM Version: AA02 06/02/01 15:03 Term Y3		
Contact Producer's Last Name	SMITH	Producer's ID 222 22 2222 S
Crop Year 2000	PDP Number New	
Contact Producer's Name	(First Middle Last Suffix)	
	BILL SMITH	
Producer's Address	RR 1 BOX 74 FARMLAND, US 55555	
Is this the correct producer? (Y or N) . .		
Cmd2=Return To ID Screen Cmd3=Previous Menu Cmd7=End of Job		

IF the entry is...	THEN PRESS "Enter" to display...	AND go to...
"N"	Screen PYA03500	subparagraph A
"Y"	Screen PYA01000	subparagraph C.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

C

PDP Sign-Up Screen PYA01000

The following is an example of Screen PYA01000 on which the following information will be displayed:

- PDP program year
- the question, “Does this PDP Application have multiple producers?”.

SIGN-UP 077-MARTINDALE PYA01000
 POTATO DIVERSION PROGRAM Version: AA02 06/02/01 15:03 Term Y3

BILL SMITH PY 2000 PDP # NEW

Potato Diversion Program for crop year 2000

Does this PDP Application have multiple producers? (Y or N) . .

Press "Enter" To Continue Cmd7=End of Job

IF the entry is...	THEN PRESS “Enter” to display...	AND go to...
“N”	Screen PYA10000	subparagraph F
“Y”	Screen PYA02000	subparagraph D.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

D Recording Multiple Producers

The following is an example of Screen PYA02000 for recording PDP multiple producers.

SIGN-UP	077-MARTINDALE	PYA02000
POTATO DIVERSION PROGRAM	Version: AA02 06/02/01 15:03	Term Y3

BILL SMITH	PY 2000	PDP #	1
-------------------	----------------	--------------	----------

Enter the Last Name or ID Number for the producer who will share in the proceeds of this PDP.

 Last Name

 ID Number (Numeric)

Are there additional producers? (Y or N) . .

Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job

After all multiple producer entries have been recorded on Screen PYA02000, ENTER "N" and PRESS "Enter". Screen PYA02500 will be displayed.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

E Multiple Producer Shares And Flagging Refused Payments

The following is an example of Screen PYA02500 for recording multiple producer shares.

SIGN-UP	077-MARTINDALE	PYA02500
POTATO DIVERSION PROGRAM	Version: AA02 06/02/01 15:03 Term Y3	
BILL SMITH		PY 2000 PDP # 1
Enter each producer's share in this PDP as a whole percentage. Total PDP Percent to be allocated: 100		
NAME	PERCENTAGE (%)	REFUSED PYMT
JACK MASH	45	N
BILL SMITH	55	N
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job		

On Screen PYA02500:

- shares must be entered as a whole percentage and total 100 percent
- "flag" a producer on this payment for "refused" payment by changing default "N" flag to "Y".

After all entries have been completed, PRESS "Enter". Screen PYA10000 will be displayed.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

F Potato Production

The following is an example of Screen PYA10000 for entering PDP production in **cwt.**

SIGN-UP	077-MARTINDALE	PYA10000
POTATO DIVERSION PROGRAM	Version: AA02 06/02/01 15:03 Term Y3	
BILL SMITH		PY 2000 PDP # 1
Enter Name of PDP Producer from FSA-117: BILL SMITH		
Enter Potato Production in hundredweight :		
<u>Type of Diversion</u>	<u>Recorded Production in cwt.</u>	
Charitable Institutions	27,660	
Livestock Feed	—	
Ethanol Production	—	
Nonmarketable and disposed of	—	
Screen print this screen and store it with the application records.		
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job		

Screen PYA10000 requires entry of the following:

- name of the PDP producer
- recorded PDP production in **whole cwt.** for **calendar** year **2000**.

Screen print Screen PYA10000 after all entries are completed and store with the application records.

PRESS "Enter" to continue. Screen PYA10005 will be displayed.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

G PDP Payment Summary Screen PYA10005

The following is an example of Screen PYA10005 which displays PDP payment summary data as shown.

SIGN-UP		077-MARTINDALE		PYA10005	
POTATO DIVERSION PROGRAM		Version: AA02 06/02/01 15:03 Term Y3			
BILL SMITH		PY 2000		PDP #	1
PDP Payment Summary					
<u>Year</u>	<u>Recorded Production (cwt.)</u>	<u>Factored Production (cwt.)</u>	<u>Payment Rate</u>	<u>Payment Amount</u>	
2000	9,999,999	0.00	1.00	00.00	
Press "Enter" to store data for upload to KCMO and to print PDP Application/Payment Statement.					
Press "Enter" To Continue Cmd3=Previous Screen Cmd7=End of Job					

The following information will be displayed on Screen PYA10005:

- the calendar year
- total recorded production
- \$1.00 in the payment rate field
- the payment amount.

On Screen PYA10005, PRESS "Enter" to continue processing according to subparagraph H.

Continued on the next page

Notice PS-406

4 Entering and Storing PDP Application Data (Continued)

H

**PDP Application/
Payment
Statement**

The following is an example of the **PDP Application/Payment Statement**.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation PDP Application/Payment Statement				
Name & Address of Contact Producer		Program	St. & Co. Codes	
BILL SMITH RR 1 BOX 74 FARMLAND, US 55555-0074		PDP	28-083	
This Potato Diversion Program information will be uploaded to KCMO for factored production calculation according to the information provided on form FSA-117 filed by the producer(s) shown below.				
Name of Potato Producer: BILL SMITH				
PDP Number:		00001		
Payment Year:		2000		
Transaction Date:		xx/xx/xx		
<u>Crop Year</u>	<u>Recorded Production cwt.</u>	<u>Factored Production cwt.</u>	<u>Payment Rate</u>	<u>Payment Amount</u>
2000	9,999,999	0.00	1.00	0,000,000.00
PRODUCER	ID NUMBER	SHARE	PDP AMOUNT	
JACK MASH	222 22 2222	45 %	0.00	
BILL SMITH	777 77 7777	55 %	0.00	
DATE		NAME & ADDRESS OF COUNTY FSA OFFICE		
		Martindale County FSA Office		
		Box 66, RD # 1		
		Martindale, ZZ 99992-9987		
This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.				

Note: The “Transaction Date” printed on this statement is the “system date” that the applicable PDP application was recorded in APSS.

After the payment statement has printed, PDP Processing Menu PYA000 will be redisplayed.

5 Modifying PDP Application Data Before Upload to KC-ITSDO

A

Modifying Stored PDP Data To **modify** “stored” PDP application data **before** upload to KC-ITSDO, on Menu PYA000:

- ENTER “1”, “Entering and Storing PDP Application Data”
- PRESS “Enter”.

Screen PYA03500 will be displayed.

Modify stored PDP applications according to the following table.

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application to be modified • PRESS “Enter”. 	Screen PYA03010 will be displayed.
2	On Screen PYA03010: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” • PRESS “Enter”. 	<p>If the answer is:</p> <ul style="list-style-type: none"> • “Y”, Screen PYA01000 will be displayed showing the following original applications <p>Note: Modify the PDP application according to instructions beginning in subparagraph 4 C.</p> <ul style="list-style-type: none"> • “N”, Screen PYA03500 will be redisplayed. Go back to step 1.

6 Deleting PDP Application Data Before Upload to KC-ITSDO

A

Deleting PDP Data

To **delete** “stored” PDP application data **before** upload to KC-ITSDO, on Menu PYA000:

- ENTER “2”, “Delete a PDP Application Before Upload”
- PRESS “Enter”.

Screen PYA03500 will be displayed.

Delete PDP application according to the following table.

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application to be deleted • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
2	On Screen PYA03010: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” • PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> • “Y”, Screen PYA20000 will be displayed • “N”, Screen PYA03500 will be redisplayed. Go back to step 1.

Continued on the next page

Notice PS-406

6 Deleting PDP Application Data Before Upload to KC-ITSDO (Continued)

A Deleting PDP Data (Continued)

The following is an example of Screen PYA20000 that allows users to delete an application.

SIGN-UP	077-MARTINDALE	PYA20000		
POTATO DIVERSION PROGRAM	Version: AA02 06/02/01 15:03 Term Y3			
<hr/>				
BILL SMITH	PY 2000	PDP # 1		
Delete PDP Data				
Name of Potato Producer from FSA-117: PR FARMS, Inc				
Sign-Up Transaction Date xx-xx-xx				
<u>Year</u>	<u>Recorded Production cwt.</u>	<u>Factored Production (cwt.)</u>	<u>Payment Rate</u>	<u>Payment Amount</u>
2000	9,999,999	0.00	1.00	00.00
Press "Enter" to DELETE all information associated with this PDP number.				
Cmd7=End of Job				

On Screen PYA20000:

- PRESS "Enter" to **delete** an PDP application:
 - Informational Screen PYA00005 will be displayed for 5 seconds with the message "Deleting PDP Information for Crop Year-2000, PDP #-xxxxxx."
 - Potato Diversion Program - Processing Menu PYA000 will be redisplayed
- PRESS "Cmd7" to end the job and redisplay the Potato Diversion Program - Processing Menu PYA000.

7 Printing the County PDP Summary Report for 2000 Crop Year

A

County PDP Summary Report

To print County PDP Summary Report, on Potato Diversion Program - Processing Menu PYA000:

- ENTER “6”, “Print Stored PDP Application Data”
- PRESS “Enter”.

Screen PYA07500 will be displayed.

On Screen PYA07500:

- enter the printer ID to be used
- enter the number of copies requested
- PRESS “Enter”.

Screen PYA000 will be redisplayed.
